



# JOB OPPORTUNITY

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**Announcement Number:** 06-328  
**Position Title:** Program Planner  
**Series and Grade:** PG-301-09  
**Salary Range:** \$44,856-58,318 PA  
**Promotion Potential:** PG-13  
**Opening Date:** 01/30/06  
**Closing Date:** 02/27/06  
**Location of Position:** Office of the Public Printer  
Chief Technology Officer  
Program Management Office  
**Number of Openings:** One or More Vacancies  
**Type of Appointment:** Career or Career Conditional (Permanent)  
**Work Schedule:** Full Time (Shift 1)  
**Who May Apply:** All U.S Citizens

## **ABOUT THE GPO:**

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

## **MAJOR DUTIES:**

As a developmental trainee, the incumbent is a team member working with higher-level staff to manage state-of-the-art worldwide programs and apply robust technology to fulfill GPO's business requirements and needs as manifested in the Future Digital System (FDsys) requirements document. These programs are in support of the Chief Technology Officer's (CTO) mission and initiatives and the programs and projects developed in this office result in information products and applications for the GPO.

The incumbent carries out projects by conducting analysis on a wide range of issues to conceptualize, evaluate, plan, design, and implement GPO technology programs and projects. Maintains an understanding and current awareness of GPO's FDsys and one or more of the related business solution sets that comprise the system. These business solution sets consist of Content Origination and Deposit (e.g., Style Tools and Deposited Content), Content Harvesting, Content Identification (e.g., Content Authentication, Unique ID, Version Control), Content Search, Data Mining, User Support, Content Preservation, Content Delivery, Content Authentication. Conducts feasibility and analytical studies, collaborating with private sector and federal executives and other representatives.

Advises the Director, Program Management on all aspects of program enhancements and initiatives within his/her assignment, and participates in the development of strategic and operational plans with key operating officials. Provides options and recommendations for effective operations, advises as to

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regulatory and legal requirements affecting the operations, and participates in meetings to promote acceptance of programs and management initiatives.

### **QUALIFICATIONS NEEDED:**

Applicants must possess 52 weeks of specialized experience performing analytical and evaluative duties regarding a variety of projects, programs, studies, and activities related to operations and functions of an organization or agency equivalent to the PG-7 level. To substitute specialized experience, applicants must have completed a master's degree or 2 full years of progressively higher level education leading to such a degree. If an applicant is in the process of completing a master's degree, the combination of academic credits earned and relevant work experience will be considered.

All qualification requirements must be met by the closing date of this announcement.

### **HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

#### **Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Knowledge of information systems and dissemination techniques.
2. Ability to apply fact-finding and analytical techniques and methods used to gather, evaluate information, and develop solutions or to draw logical conclusions.
3. Ability to communicate orally to exchange information and interact productively with GPO personnel, customers, and library or publishing agency partners.
4. Ability to organize and develop clear and meaningful written communicates, such as briefing papers and reports.

### **HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

**STEP 3:**

**Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>. When one application is received, it will be considered under merit promotion procedures only, when applicable.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information please contact:**

Valerie J. Tripp  
Information Dissemination/ Executive Service  
Human Capital Department  
Phone: (202) 512-1178  
TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO will not pay relocation costs.

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**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**